CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	DOCUMENT NUMBER/ GENERIC BUSINESS RECORD TITLE	RESPONSIBLE FOR COMPLETION	FILE LOCATION (Office No.)	RETENTION PERIOD	ARCHIVE LOCATION	ARCHIVE PERIOD
Acquisition of Supplies or Services KDP-P-1169	Purchase Request Log	CLCS Procurement Coordinator	Electronic Media/PCC Rm 3084	End of Project	N/A	N/A
	KSC Form 7-49/Purchase Request (Supplies/Equipment or Property Turn-In)	CLCS Procurement Coordinator	Original/PCC Rm 3084	End of Project	N/A	N/A

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KENNEDY SPACE CENTER BUSINESS MANAGEMENT SYSTEM

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Rev: Basic